

myAccount User Guide

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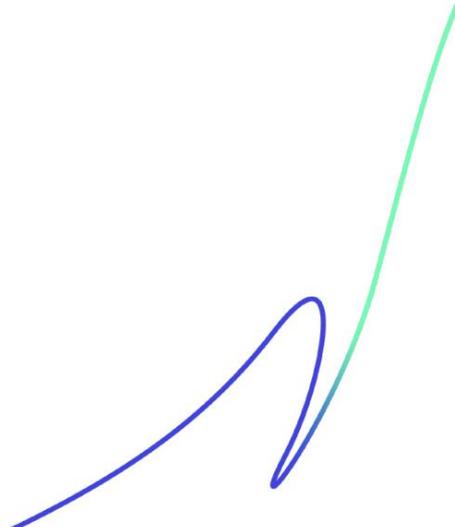
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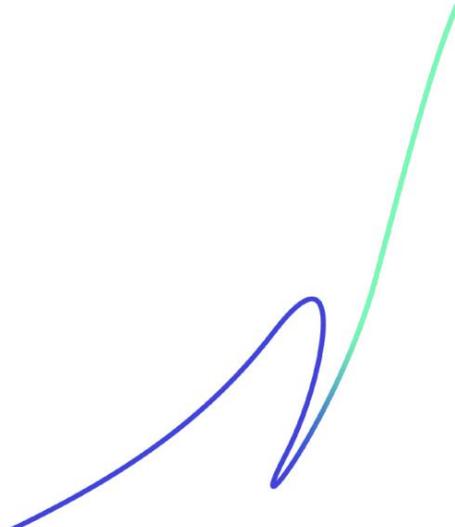
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What is myAccount?

myAccount allows you to securely view and edit your personal information, information that includes your name, address, contact information and bank account details held by your employer.





How do I view my Personal Details?

To view my personal details;

1. Click myAccount followed by Details.

The screen will display each tab with information maintainable within myAccount.



* denotes a required field

Employee Codes

Last Modification

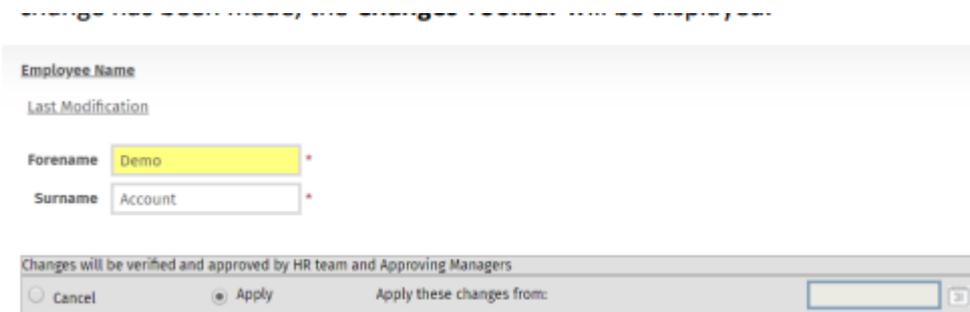
Employee Code * Government ID *

7 Digit Code

How do I edit my Personal Details?

To edit my personal details;

1. Click myAccount followed by Details.
2. Change the text, or choose a different option from a dropdown in a field. When a change has been made, the Changes Toolbar will be displayed.



Employee Name

Last Modification

Forename Demo *

Surname Account *

Changes will be verified and approved by HR team and Approving Managers

Cancel Apply Apply these changes from:

3. To apply the change immediately; click the Apply button. To apply a change from a specific date; select a date from the Apply These Change From: field. This will apply as a Pending Change.
4. To edit a pending change, click Show Pending. The Pending Change values will display in green. You can make a change to any of these fields and apply the change to the existing Pending Change.
5. To send the changes for approval; click Save Changes. To cancel the changes; click Cancel Changes.



Employee Address

Last Modification ⓘ Pending Change: 12-Dec-2018 [Show Pending | Show Current]

Address Line 1 New House *

Address Line 2 Demo Lane *

Address Line 3 Demo Ville *

Address Line 4 *

Country United Kingdom (Great Britain) ▼ *

Cancel Apply to Pending Change Apply these changes from: 12-Dec-2018

Note: Please be aware that any changes made to your personal details must go through an approval process. Information cannot be edited with immediate effect.

How do I view my Approvers?

To view my approvers;

1. Click myAccount followed by Approvers.



Each module title will display with the associated approver's name appearing below it, considering the various levels of approval, your Primary, Secondary and Tertiary approvers may or may not display as shown above.

Note: This is for information purposes only; you do not have the ability to edit this information, if a change needs to be made please contact your local HR Department.